



APPLICATION FORM

Permanent Encroachment Permit

A Permanent Encroachment is needed for construction of a retaining wall, stairway, fence or any similar structure within the public right-of-way, Council approval may be required

Application	Owner Name(s)	Property Address of Encroachment
	Owner Mailing Address	Assessor's Parcel Number
	City State Zip	Description of Encroachment
	Phone No. (Day/Evening)	Legal Description of Property
	Email Address	
	Signature	Date

Additional Requirements

In order to acquire a Permanent Encroachment Permit, you will also need to submit a Temporary Encroachment Permit for work conducted in the right-of-way and submit a \$500.00 refundable Surety Deposit. Permit forms are available at the Permit Center located in City Hall, or by email pworks@belmont.gov.

Please provide landscape/irrigation plans if requested by Engineer.

Application Instructions

All owners must be listed in the application form the same way they are listed on the property title.

Once the application has been submitted, City staff will fill in the Agreement for Permanent Encroachment Permit and return to the owner via email along with directions for executing and notarizing the agreement. To ensure timely recording of the Agreement, please follow all instructions provided. Please refer to City Code Section 22-6 through 22-12 for more information.